

# STATE OF IDAHO

## South Central Region IV Time Sensitive Emergency Committee

### *Bylaws*

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**IDAHO TIME SENSITIVE  
EMERGENCY SYSTEM**  
TRAUMA | STROKE | STEMI

*Right patient, right time, right place.*

## Article I: Name

This regional Time Sensitive Emergency (TSE) committee shall be known as The South Central Region IV Time Sensitive Emergency Committee. It shall be referred to in this document as the SCRTSEC.

## Article II: Definitions

The SCRTSEC shall include physicians, nurses, EMS agencies, and hospital administrators.

The SCRTSEC shall be comprised of the following Idaho counties: Blaine, Camas, Cassia, Gooding, Jerome, Lincoln, Minidoka, and Twin Falls.

## Article III: Mission

- To optimize the outcomes of patients in our region who suffer from time-sensitive emergencies by the development of cost-effective, collaborative and outcome-based systems of care that are designed to get patients to the right place at the right time.
- The duties of the SCRTSEC shall be as follows:
  - Implement care guidelines, policies, procedures and protocols for the regional TSE system.
  - Conduct regional quality improvement, including receipt of reports prepared by the council containing trauma, stroke and heart attack data and making recommendations to facilities within the region based on those reports.
  - Advise the council concerning the statewide system.
  - Establish trauma, stroke and heart attack education and prevention programs.
  - Perform other duties required by Idaho code and council rules.
  - Conduct other activities needed to ensure optimal delivery of trauma, stroke and heart attack care services within the region.

## Article IV: Membership

Membership of the SCRTSEC must be comprised as follows:

- Member(s) from each facility that is designated or is seeking designation as a trauma, stroke or STEMI facility. There may be one member for each type of designation.
- One (1) member from each air medical EMS agency that provides patient transport in the region.
- One (1) member that is a hospital administrator at a facility that holds or is seeking designation.
- One (1) member that represents each EMS agency that provides patient transport in the region.

## Article V: Officers

### Section 1: Designation of Officers

- Chairperson
- Vice-Chairperson
- Secretary
- Duration of terms
  - 2 years
- Vacancies
  - Upon a vacancy in any office, a replacement shall be elected by majority vote and the elected member shall serve for the remainder of the term of the vacated office.
- Elections
  - The Committee shall elect by majority vote a Chair, Vice Chair, Secretary and any other positions it deems necessary and appropriate.

### Section 2: Duties of Officers

- **Chair:** The chair shall preside at meetings of the Committee and shall exercise such duties and powers as determined by the Council.
  - In the event that the Chair and Vice-Chair cannot be present to preside at a Committee meeting, the Chair will identify a member to preside over a meeting. If the Chair is not able to or does not identify such member, the Committee, by majority vote, will identify a member to preside over the meeting.
  - The Chair shall keep correct minutes of the Council and furnish copies to each member
  - The Chair will approve the agenda for each meeting of the Council prior to distribution.
- **Vice-Chair.** The Vice-Chair, in the absence of the Chair, shall preside over all meetings and exercise the duties and powers of the Chair, and shall exercise such duties and powers as determined by the Committee.
- **Secretary.** The Committee will elect a Secretary whose duties are to coordinate with the Idaho State TSE Council to assure accurate record-keeping regarding minutes and other Committee business. Shall exercise such duties and powers as determined by the Committee.

## Article VI: Meetings

### Section 1: General Meetings

- Committee meetings to be held every other month on the 1<sup>st</sup> Wednesday. If this falls on a federal holiday, the meeting will be held the following Wednesday.
- Minutes will be sent out within 5 business days & will be approved at following meeting.

- **Open Meeting Law.** All meetings of the Council shall be subject to the Idaho Open Meeting Law, Idaho Code § 67-2340 through 67-2347.
- **Meeting Location.** Primary location for meetings will be held at the South Central Public Health Building – 1020 Washington Street North, Twin Falls, ID. If location is to change based on need, this will be communication a minimum of 10 business days prior to the meeting.
- **Quorum.** A majority of the members of the Committee shall constitute a quorum for all actions. A quorum must be present for any official act of the Committee. Members are strongly encouraged to participate in person. However, members may be present at a meeting by telephone, in accordance with Idaho Code § 67-2342(5).
- **Conflict of Interest.** Whenever a Council member has a financial or personal interest in any matter coming before the Council, the affected person shall fully disclose the nature of the interest. The minutes of meetings shall record such disclosure.

## Section 2: Special Meetings

- Special meetings may be called by Committee Chair on an as needed basis with a minimum of 24 hour advance notice.

## Article VII: Subcommittees

- **Establishment of Subcommittees.** By majority vote, the Council may establish working subcommittees in order to help it achieve its statutory mandates. Such subcommittees are advisory only and have no legal authority to act. Subcommittees shall not exceed five (5) Council members. Ex-officio members may be added to subcommittees as deemed necessary by the Council.

## Article IX: Parliamentary Authority

- **Parliamentary Procedure.** *Parliamentary Procedure Made Easier* published by Washington State University or as the same shall be revised from time to time, shall govern procedure of the Committee except as otherwise required by statute or rule or by these Bylaws.

## Article X: Amendment of Bylaws

- Members may, by a two-thirds vote of all members, alter, amend, or repeal any bylaws adopted by the members at any duly held meeting of the Council.

## Article XI: Proxies

- **Voting and Proxies.** Each member of the Council has one (1) vote on any matter of business before the Council and may vote by proxy. A member (may include regional Chair and Vice-Chair) may send a representative if he or she is unable to attend a meeting and such

representative may vote and may be counted for the purpose of determining whether a quorum is in attendance.

### **Article XIII: Signatory**

We, the undersigned, representing the membership of the South Central Regional Time Sensitive Emergency Committee consent to and adopt the foregoing bylaws as the bylaws of this organization.